

**2024-2025**

# **Student Handbook**



**Heritage Christian School**

### **Statement of Faith (What We Believe)**

We believe that the Bible is the inspired Word of God and is inerrant in the original languages (II Tim. 3:16).

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is infinite and unchallengeable, the Creator and Sustainer of all things (Gen. 1:1; I Peter 1:2).

We believe in the true Deity and the true humanity of our Lord Jesus Christ; His pre-existence, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His future visible return in power and glory (Col. 1:13-20; John 1:4).

We believe that by the present in-dwelling ministry of the Holy Spirit, the Christian is enabled to live a holy life (II Peter 1:3-11).

We believe that man is a sinner by nature and by choice. He cannot, in this condition, know or honor God. Reconciliation is by grace alone, through faith in the substitutionary death and resurrection of Jesus Christ (Rom. 3:23; Eph. 2:8 & 9; Titus 3:5; Romans 5:8,9,10; I Cor 15:1-4).

We believe in the resurrection of both the saved and lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:25, 28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17:20-23; I Cor 12:12-13).

We believe that the Word of God defines marriage as the monogamous union of one man and one woman for life (Gen. 2:24; Matt. 19:4-6; Eph. 5:31; I Cor. 6:9-10; I Cor. 7:1-2, 10-16, 39-40; Heb. 13:4; Gal. 5:19-21).

### **Mission Statement (Our Purpose)**

Heritage Christian School – An extension of the Christian home.

Heritage Christian School is an interdenominational, associate Christian school with the Living Sky School Division (LSKYSD). HCS teachers are Saskatchewan certified and teach the provincial curriculum.

Heritage Christian School is about children and families.

Heritage Christian School strives to provide a positive learning environment in which children thrive and grow. HCS teaches skills that guide students in making informed choices and becoming critical thinkers with a clear Biblical world view. In addition, students are encouraged to apply Biblical principles to every aspect of their daily lives.

In order to achieve these goals, Heritage Christian School shall:

- Strive to achieve excellence in education while maintaining its status as a recognized independent/ associate school as outlined within the independent/associate school bylaws and regulations
- Provide a Christian learning environment, which will develop Christian character and foster good will among students

Heritage Christian School aims to provide high quality education to students. This education incorporates the values, attributes, and behavior of Christians. Heritage Christian School will respond to the desire of the parents to provide their children with an education without the loss of their Christian identity.

### **Introduction**

Heritage Christian School is a non-profit corporation under the Saskatchewan Education Act. Heritage Christian School is a school for Christian students from preschool to grade nine. Programs at HCS meet the needs of the child academically, physically, socially, and spiritually.

The academic program is individually based so that each child experiences success. A primary goal in the classroom is to develop students' self-confidence as learners and positive attitudes toward education. Heritage Christian School provides instruction in the seven required areas of study as directed by Saskatchewan Learning. These areas are language arts, mathematics, science, social studies, health education, arts education, and physical education.

Heritage Christian School teaches social skills continuously throughout the school day as well as specifically during formal lessons. At Heritage Christian School there are high behavioral expectations of the student body. Heritage Christian School believes strongly in the worth of each child and encourages students to treat everyone respectfully. Similarly, mutual respect between teachers and students is considered a necessity to ensure a productive learning experience.

### School Address

Heritage Christian School  
11 – 20<sup>th</sup> Street  
Battleford, Saskatchewan

### Mailing Address

Heritage Christian School  
Box 490  
Battleford, Saskatchewan  
S0M 0E0

### Website

<https://heritage.livingskysd.ca/>

### Telephone Numbers

Tel: (306) 446-3188  
Cell: (306) 441-0751

### School Office Hours

The office is open from 8:30am-4:30pm, Monday-Friday.

The days that the students are not in school, P.D. Days and Home Days, are still in-office days for the teachers and secretary.

## Heritage Christian School Daily Timetable

### Grade K – 9 Bell Schedule

|                |                       |
|----------------|-----------------------|
| <b>8:45am</b>  | Warning Bell          |
| <b>8:50am</b>  | Classroom Instruction |
| <b>10:34am</b> | Recess                |
| <b>10:48am</b> | Classroom Instruction |
| <b>11:57am</b> | Lunch                 |
| <b>12:16pm</b> | Lunch Recess          |
| <b>12:34pm</b> | Classroom Instruction |
| <b>2:11pm</b>  | Recess                |
| <b>2:25pm</b>  | Classroom Instruction |
| <b>3:28pm</b>  | Dismiss               |

**Important Dates:** please visit our website for updates to this calendar <https://heritage.livingskysd.ca/>.

### **August 2024**

26-30 - Non-Student Days (PD Days)

### **September 2024**

2 - Labour Day (No School)

#### **3 - Students Return**

20 - In School Prep Day (Home Day)

25 - Early Dismissal

26 - Special Lunch

30 - Non-Student Day (PD Day)

### **October 2024**

14 - Thanksgiving Day (No School)

18 - In School Prep Day (Home Day)

23 - Early Dismissal

24 - Special Lunch

### **November 2024**

8 - Non-Student Day (PD Day)

11 - Remembrance Day (No School)

15 - Term 1 Report Cards

20 - Early Dismissal

21 - Term 1 Student Led Conferences

22 - In School Prep Day (Home Day)

28 - Special Lunch

### **December 2024**

13 - In School Prep Day (Home Day)

19 - Christmas Concert

20 - Special Lunch

20 - Early Dismissal (2:30)

23-31 Christmas Break (No School)

### **January 2025**

1-5 - Christmas Break (No School)

#### **6 - Return to School**

10 - Winter Activity Day

17 - In School Prep Day (Home Day)

22 - Early Dismissal

24 - Winter Activity Day

30 - Special Lunch

31 - Non-Student Day (PD Day)

### **February 2025**

7 - Winter Activity Day

12 - Early Dismissal

15 - Special Lunch

17 - Family Day (No School)

18-19 - Days in Lieu of Student Led Conferences (No School)

20-21 - Winter Break (No School)

28 - In School Prep Day (No School)

### **March 2025**

14 - Term 2 Report Cards

17 - Non-Student Day (PD Day)

19 - Early Dismissal

20 - Term 2 Student Led Conferences

21 - In School Prep Day (Home Day)

27 - Special Lunch

### **April 2025**

11 - In School Prep Day (Home Day)

16 - Early Dismissal

18 - Good Friday (No School)

21-25 - Easter Break (No School)

### **May 2025**

1 - Mini Folkfest

5 - Non-Student Day (PD Day)

16 - In School Prep Day (Home Day)

19 - Victoria Day (No School)

27 - Early Dismissal

29 - Special Lunch

### **June 2025**

6 - In School Prep Day (Home Day)

11 - Kindergarten Grad

11 - Students' Awards

11 - Special Lunch

26-27 - Non-Student Days (No School)

### Admissions Policy

Heritage Christian School exists for parents who are concerned about maintaining a consistent Christian environment for their children whether they are at home or in a school setting. Heritage Christian School offers courses approved by Saskatchewan Learning for students in kindergarten to grade 9. In addition, there are qualified instructors for Christian Studies. Parents **SHOULD** expect that the education their children receive would be in harmony with the Biblical teachings.

Parents, by signing an application for admission, agree that their child/children will receive an education in a Christian environment. The school is committed to providing certified teachers who will deliver the highest quality course of study based upon the Saskatchewan provincial curriculum. The school is also committed to providing the most qualified teachers for the Christian education program.

Parents should familiarize themselves with the Constitution and Bylaws of Heritage Christian School. They should also be aware of the main features of the school administrative structure. Parents are members of the corporation automatically with registration fees of their child.

By enrolling your child/children at Heritage Christian School, you commit to accepting your financial obligation with respect to registration fees. Heritage Christian School will make every effort to offer affordable education. Please contact the school administration to discuss and arrange alternate payment schedules.

Students entering the kindergarten program should be five years of age by **December 31**.

Heritage Christian School requires all students to follow the behavioral expectations of the school.

Please note, that the normal channel of communication regarding areas of concern is to first consult the child's teacher. If this should prove insufficient the next step would be to notify the Principal/Administrator. If he/she is unable to resolve the situation, the matter should be referred to Heritage Christian School Board. If the parties are still not in agreement on an outcome, Living Sky School Division can be consulted to assist with mediation. In the case of a student suspension of more than five days, or in the case of the expulsion of a student, the parent would have the right to appeal the decision to the Discipline Committee of Living Sky School Division, which would include a member of the HCS Board.

### Registration Process

All parents must complete a registration package for each child that must be accompanied with a \$50.00 per child registration fee. Parents can obtain the package from the school or the Heritage Christian School website.

Parents must also sign a media release form for both Living Sky & Heritage Christian School, along with an "administration of non-prescribed medications" form for each child.

### Payment Policy/ Fees

Fees at Heritage Christian School do not reflect the actual cost of educating a student at the school. Every effort is made to keep the fees as low as possible so that the school remains affordable. Fees help to cover the cost of instruction, textbooks, and general operations. Please note that exception applies to certain consumable textbooks which will be included as part of your child's/children's school supply list.

Payments are due the first week of every month.

### Fee Schedule

|              |                            |
|--------------|----------------------------|
| Preschool    | \$125 per child/month      |
| Kindergarten | \$650 per child/ per year  |
| Grades 1-3   | \$1150 per child/ per year |
| Grades 4-9   | \$1250 per child/ per year |

(Early registration, along with \$50.00/child, reduces the fee by \$100 per child.)

For families with multiple children from Grades K-9, beginning with the third child in school, the fee schedule is half price.

### Methods of Payment

The preferable method of payment is by post-dated cheques, debit or by using the bill payment option and adding Heritage Christian School as a payee. Please contact the office for instructions in setting this up and for your personal account number.

### Transportation

Busing services are provided by the Living Sky School Division.

### Parent Responsibility (The Bus)

Make sure that students are ready to board the bus at least 5 minutes before their scheduled time each day.

Call the driver to inform him when your child will not be attending school. Contact information can be obtained from the bus company. It is the parents' responsibility to speak personally to the bus driver and inform him of any changes.

Discuss with your children the need to follow the rules of bus safety. These include staying seated when the bus is moving, refraining from being too noisy and not eating or drinking on the bus. The driver will report misbehavior to the principal.

Any student who does not follow the rules of safe conduct on the bus will be disciplined at school, and parents will be notified. If poor behavior continues to be a problem, the student will lose bus privileges for a period determined by the school principal. Continuous poor behavior on the bus may result in a permanent loss of bus privileges. Students who do not follow rules of safe conduct on the bus put everyone in danger.

### **School Start/End Times**

If the parents choose not to have their children ride the bus, it is important to remember that our first bell rings promptly at 8:45 am. At that time, school staff will supervise students until classes commence. Supervision before 8:20 am is the responsibility of the parents.

If their children are not taking the bus, the parents should be prompt in picking them up after school. All classes dismiss at 3:28pm. If the parent is going to be late for any reason, they should contact the school immediately. Teachers are not responsible for students after 4:00 pm unless other arrangements have been made.

If a child is unable to attend classes for any reason, his/her parents should call the school and inform the administrative assistant or homeroom teacher that he/she will not be present as soon as possible.

### **Extended Absence**

Regular attendance is a critical component for proper student education. Therefore, attendance is recorded regularly, and students will not be permitted to leave for extended periods during the regular school year. Students missing more than 10% of the school calendar year due to unexplained absences can expect that this may have an impact on their child/children's academic advancement, subject to the discretion of the teachers and principal. Students are required to attend a specific number of days to advance to the next grade. Extended absences need to be accompanied by a physician's note, which will be kept on record so that such absences will not affect grade advancement.

### **Change of Address or Phone Number**

Please contact the school as soon as possible when there is any change in address or phone number. Any changes to the emergency contacts you have listed on your child's registration form should be reported as well. Emergency contacts should be trusted people who are able to come to school to take the child to a doctor or home if he/she falls ill, and the school personnel cannot reach the parents.

### **Parent Association**

Being a parent at Heritage Christian School is "Not to be entered into lightly!" Therefore, it is important to know how the school operates and the expectations on parents.



Since 1980, the membership at Heritage has defined and refined its purpose and mandate, choosing to be an extension of the Christian home. As an associate school, with an independent elected Board, HCS strives to provide a safe, caring environment for students to study a curriculum that is Christian in its world view. Teachers and peers provide quality role modeling at school, as parents do at home. The school reflects the families and staff.

Children need to:

- Be loved and have their emotional needs provided
- Be properly nourished and cared for
- Be supervised appropriately
- Be taken to church
- Be read to
- Be consistently exposed to quality books
- Be carefully trained to be diligent, obedient, polite and respectful
- Be provided with needed resources
- Be given appropriate spiritual discussion and training in the home
- Discover their God-given talents and abilities and make plans to develop them

Good parental candidates for Heritage will consider these not only their “reasonable service” but also their privilege. Naturally, such parents will make it a priority to attend Student Led Conferences and school meetings. Quality parenting is the family’s first and most important contribution to the school. We expect parents of HCS students to view parenting as a privilege.

The school is partially supported by gifts from parents, as well as having parents perform such tasks as:

- Participating in fundraising
- Doing school maintenance
- Attending cleaning and other work bees
- Setting up/ cleaning after meetings
- Providing food and working at school related functions
- Service on committees
- Serving on the school board (by election)

It is necessary that each family help in the school's operation or the burden will become unbearable on those who must subsidize the others. The school does not exist to serve families; it is families!

Not only do choices of staff and curriculum impact a child's development, but also the influence of books and media can be very significant educationally and spiritually. Therefore, what is selected for use at school is a concern to parents. But conversely, what is selected at home impacts on the learning process at school. The child's interests, attitudes, language, and therefore, the kind of influence she/he is on the other children impacts very directly on other families.

Clearly, the responsibility of bringing up godly children is no small task. If we simply let things happen, our children will become the products of this culture. If we want a different product in the end, we must be intentional in how we teach and raise our children. May God lead and help

parents as they examine the issues, make choices and fulfill responsibilities so their children may indeed be "lights in the world" (Phil. 2:15).

### **Severe Weather Conditions**

Heritage Christian School follows the Living Sky School Division's policy of non-school closure. When severe weather conditions occur, the bus schedule may change, at the discretion of the route driver.

### **Indoor/Outdoor Recess Policy**

Heritage Christian School expects all students to go outside for recess. Students will remain indoor only during inclement weather conditions such as rain or extreme cold. All students must wear appropriate clothing for the outdoors. Winter weather requires snow pants, mittens, scarves, toques, and boots.

### **Parental Responsibilities on Communication**

It is the parents' responsibility to keep the school staff informed about their children. This includes information about health, allergies, or any problems you see in their learning. If the parents have any concerns about their children, they should call their teacher(s) to discuss them. Heritage Christian School asks that they make an appointment so that they have time to discuss their concerns with the teacher when he or she is not distracted supervising the other students. Heritage Christian School believes communication with parents is very important, but meetings should be held in a private setting, not in front of other students or parents.

### **Clothing**

No spandex, short shorts, tank tops, low cut or short T-shirts allowed.

No facial rings except small rings or studs allowed.

No earrings on boys.

No hats or hoods may be worn in the building.

No black soled running shoes.

No wheeled footwear or skateboards on school property.

No bare feet allowed.

No offensive printing or pictures on clothing.

Bare midribs will not be allowed.

School dress code will be enforced at all school functions.

### **School Supplies**

Along with the final report card, teachers will send parents lists of supplies their children will need for the next school year. In certain grades, the classroom teacher may decide to purchase some of the supplies and charge parents for the cost. During the year, if supplies run out, the parents may have to replace some item(s) as well. They should make sure to send the supplies to school with their children on the first day of classes. All items belonging to the students must be labeled

with their names.

### **Fund Raising**

Heritage Christian School is a non-profit organization and relies mostly on fund raising. Throughout the year, Heritage Christian School requires parents to participate in fund raising activities to help support the school.

### **Health & Nutrition Policies**

Parents are responsible for informing staff members of all their children's allergies (i.e., food allergies).

Heritage Christian School serves food to students only on special occasions.

All Preschool students require a healthy snack to eat each day. Students in Kindergarten-Grade 3 have 2 snack periods per school day. Older students may choose whether they want to eat during their break in the morning. Please send healthy food choices. Remember that Heritage Christian School is a nut free school.

The students are not allowed to chew gum or sunflower seeds at school.

Students eat lunch in our lunchroom. Heritage Christian School suggests that parents send nutritious foods.

### **Illness Policy**

Students who demonstrate symptoms of infectious and contagious illness should not come to school.

Illnesses or symptoms that require students to remain out of school include:

- Fever
- Diarrhea
- Rashes not yet diagnosed by a physician
- Red, weepy, itchy eyes
- A hoarse, wheezy cough
- Vomiting
- Severe colds with runny nose, fever, and coughing
- Contagious illnesses such as measles, rubella, chicken pox, mumps, strep throat, scabies, head lice, impetigo, and flu

Heritage Christian School will isolate students who become ill while attending school to lessen the likelihood of the illness spreading to other students. A teacher will then notify parents to pick up their children. If parents cannot be contacted, the school will contact the person listed as an "emergency contact" on the registration form. The parents should make sure that they have listed emergency contacts that are able to drive to the school and take their children home.

A child suffering from a contagious illness cannot attend classes during any period prescribed by the health nurse or the family's physician. Heritage Christian School may request a doctor's certificate verifying the child's health before he/she returns to school after an illness.

If parents want their child to stay indoors during recess because of illness, they must write a note to the child's teacher stating so.

Parents of students who require prescription or non-prescription medication while at school must fill out a written consent form provided by the principal. Teachers cannot participate in the administration of any medication without this written consent.

### **Injury Policy**

If a student suffers an injury while attending classes at the school, a staff member will administer basic first aid and notify the parent or one of the child's emergency contacts. If the injury requires immediate medical attention, a staff member will take the child to the hospital or another medical facility and notify the parents.

### **Homework**

Homework may include completing such tasks as practicing a weekly spelling list, completing a research assignment, studying for a test, working on a project, or finishing an incomplete assignment from class that day. Sometimes teachers will give a specific assignment to an individual who needs extra practice to strengthen his/her skills.

Homework can reinforce lessons taught during class time. It also gives parents a chance to be active participants in their children's education. They can see their children's progress and help them to develop responsibility and good study habits. Students who do not finish homework assignments may be asked to complete them during school hours. Consistent and unexplained failure to complete homework may result in detention.

Students should record homework assignments in their daily planners. Parents should read every evening and make sure that their children complete their homework.

### **School Computer Usage**

Heritage Christian School does have computers available to enhance the students' learning experience. These computers are to be used for academic purposes only. Students will only be permitted to use these computers under supervised conditions.

### **How Parents Can Help with Their Child's School Work:**

- Create a specific homework time, such as shortly before or after the evening meal.
- Provide a quiet area where your child can concentrate on their homework.

- Be a willing audience for reading practice, spelling or math work.
- Be helpful, but not to the point that you are doing the work for your child.
- Remind your child to return his/her homework to school the next day. Return reading books or any materials that belong to the school.
- Give encouragement for your child's efforts. Mistakes are part of the learning process and should never be seen as failure.

### Student-Led Conferences

Heritage Christian School sends report cards home before Student Led Conferences so that parents have ample time to review them and prepare any questions they may have.

#### Report Cards

1st Term: Nov 15th, 2024

2nd Term: March 14th, 2025

3rd Term: June 25th, 2025

#### **Student Led Conferences Date:**

Nov 21st 5-9 pm

March 20th 5-9pm

The purpose of Student Led Conferences is to keep parents informed about their child's academic and social development. It provides opportunities for the child to show what they have been learning and the skills they have mastered in each subject.

### Discipline Policy

Heritage Christian School is a learning community, and the staff is aware that they are dealing with students who are still learning responsibility. Heritage Christian School does not expect them, without guidance, to understand what responsibility is and to behave responsibly. Heritage Christian School staff realizes that dealing with student behavior is part of the education process. Heritage Christian School also recognizes the importance of sharing the behavioral expectations and methods of handling student misbehavior with parents so that responsibility to teach the students about their rights and responsibilities and to encourage positive behavior is shared. Students must clearly comprehend each other's rights, so they can refrain from violating them. They must also understand their responsibilities, so they are able to follow our behavioral expectations. The ultimate goal of a solid discipline program, in partnership between school and home, is to work toward the development of well-behaved students who respect their parents, teachers and peers.

If anyone violates another's rights, he/she must accept the consequences of his/her chosen actions. At Heritage Christian School, students are taught that they are in control of their actions, and that the way they choose to behave will result in consequences (both positive and negative). The qualities of empathy, conscience, self-control, respect, kindness, tolerance, and fairness are developed in the students both through informal and formal instruction.

It is worth noting that students who choose not to comply with the school's behavioral expectations, and who, therefore, face consequences for their actions are always treated with dignity. Heritage Christian School is simply holding students responsible for their deeds.

### **Expected Behaviors at Heritage Christian School**

At Heritage Christian School, students are expected to:

- comply with teachers' directions and requests
- follow the school, classroom, playground, and bus rules
- act and speak respectfully to everyone in the school including staff, students, parents, guests, and volunteers. Respect is demonstrated by talking to others using a pleasant tone of voice and polite language (please, thank you, excuse me, et cetera.)
- act non-aggressively toward others
- dress appropriately
- handle school materials with care

The development of good social skills is very important. With age and maturity comes a greater ability to control one's emotional reactions to what is going on around him/her. Students are better able to talk about their feelings and express them in an appropriate manner as they grow. Solving problems and disputes with words rather than physical force can be a long, complicated learning process. Learning to work and play co-operatively with others requires much encouragement and reinforcement by teachers and parents.

Teachers at Heritage Christian School teach students strategies to use when dealing with conflict. Teachers encourage and positively reinforce good behavior they see. However, when students break established school rules, teachers intervene.

### **Teacher Intervention**

At Heritage Christian School, teachers are expected to start their interventions with the least disruptive actions. The goal is to stop an inappropriate behavior without interrupting the flow of a lesson and disturbing the learning of the other students. If the behavior does not stop, then the teacher will progress accordingly.

- Ignoring behavior\_– Teachers can sometimes stop a negative behavior by moving closer to a child who is misbehaving, making eye contact with him/her, or taking away a distracting object with which the student is playing.
- Gentle verbal reprimands – simply asking a student to stop behaving inappropriately or reminding him/her of his/her responsibility may be all that is needed to halt a disruptive behavior. If the student ignores the initial reprimand, then he/she will have to face the consequences of his/her actions. Teachers may speak to the student in the classroom if he/she thinks it is appropriate to do so. If Teachers believe it will affect the student's

dignity, they will ask him/her to leave the room and discuss the situation privately.

- Logical consequence – When a child demonstrates behavior that is inappropriate, teachers will use logical consequences whenever possible. In this way, the students are made responsible for his/her actions. For example, if a student is talking too much during class time and being disruptive, he/she may be asked to move to another area to work. This is not punishment, but a logical consequence of his/her actions.
- Time-outs – If a child ignores reminders by a teacher to change his/her behavior, the teacher may give him/her a “time-out” period. This involves moving the child to a chair or secluded area for a few minutes where he/she can calm down and think about his/her actions. The teacher will then go over and privately discuss the child's behavior with him/her. The teacher helps the student consider better ways of responding in that situation, and then leads the student back to the activity. The teacher watches, and when he/she observes better behavior, he/she gives the child praise for his/her efforts.
- Taking away privileges – A child may have classroom privileges revoked because of poor behavior. This may include losing playtime or staying in at recess.
- Isolation - An angry student may require a quiet place in which to be alone and regain control of his/her emotions. A student who is very upset should be removed from the other students and regular classroom activities. The teacher will place a student in this situation in a safe place and have him/her return to the classroom after he/she has regained control.
  - a) Visits to the principal - Teachers are encouraged to try to deal with behavior problems inside their classrooms without resorting to regularly sending students to the office. When a teacher has not been able to stop a disruptive student's behavior, he/she may decide to send the student out of the classroom. That student may spend time working alone in the office under supervision.
  - a) Suspensions - If a student's behavior does not change after teachers have tried using fewer extreme measures, or if the misbehavior is severe, he/she may be suspended from school. While under suspension, the student is expected to complete all assignments his/her teacher sends home.

## Parental Contact

When an inappropriate behavior occurs repeatedly, and teacher interventions have not been effective, Heritage Christian School will contact the student's parents by phone and possibly by letter. This also happens immediately when a child shows disrespect for teachers, classmates, or school property. Under these circumstances, Heritage Christian School may ask parents to meet with the teacher with or without the student present, to discuss the student's behavior.

Parents must always begin by discussing any concerns they have with their child's classroom teacher. If parents are not satisfied with the results of this discussion, they may ask to see the

principal. If he/she is unable to resolve the situation, the matter should be referred to the Heritage Christian School Board. If the parties are still not in agreement on an outcome, Living Sky School Division can be consulted to assist with mediation.

### Major Misbehaviours

At Heritage Christian School, the following behaviors are considered serious and deserving of firm consequences:

- Violence (fighting)
- Repeated defiance
- Inappropriate behavior during devotions or chapel.
- Damage to school property
- Repeated intimidation and bullying
- Inappropriate behavior on the school bus
  - Not listening to the bus driver
  - Distracting the driver and other students
  - Displaying aggressive behavior toward other students
- Theft

Heritage Christian School may take the following steps depending on the number of times the behavior has occurred:

- Thirty-minute detention during school hours (lunch break)
- Half-day in-school suspension. The student is in school and completes all assignments, however he/she is isolated and does not participate in any extra-curricular activities or recess breaks.
- Full day in-school suspension
- Full day out-of-school suspension
- Three days out-of-school suspension
- Five days out-of-school suspension
- Expulsion from school. (Under exceptional circumstances and as a last resort.)

The school reserves the right to move to more severe consequences depending on the severity of the offensive behavior.

The classroom teacher always documents incidents of poor behavior and informs parents even if parents do not support the discipline policy of the school. Parents who do support the school's discipline policies and teachers' efforts to promote positive student behavior are valuable assets to the school. Together, parents and teachers can work toward helping students reach their full potential.

At Heritage Christian School, the goal is to work with parents to build students who have strong characters, spirits, and academic skills.



### Tips for Parents

- ✓ Talk to your children about their school day. Encourage them to share what they learned with you.
- ✓ Be sure your children get enough sleep on school nights. It is difficult for them to concentrate when they are tired.
- ✓ Send nutritious snacks to school.
- ✓ Help your children develop good study habits by setting aside time each day for homework. Extra time spent reading is always beneficial.
- ✓ Praise your children for their positive efforts. Do not compare their accomplishments as all students learn at different rates, and all students have different strengths and weaknesses.
- ✓ Be patient. Some concepts require more repetition and time to absorb.
- ✓ Expose your children to a variety of experiences. Take them to places such as museums, zoos, and stores.
- ✓ Read to your children and allow them to see you read. Children learn by example. If they perceive you as not valuing reading, they will not value it either.

### Tips for Students

- ✓ Have all the materials you need for class at school. This includes completed homework assignments.
- ✓ Be organized. It is easier to study from neat, orderly notebooks. Listen attentively to lessons and ask questions if you do not understand the content. Pay attention to what your peers say as often they make helpful comments.
- ✓ Ask for extra help if you require it.
- ✓ Record all homework assignments in your daily planner.
- ✓ Give yourself ample time to complete assignments and study for exams.
- ✓ Talk to your parents about school and accept their assistance
- ✓ Get plenty of sleep and eat nutritiously.
- ✓ Read daily.

This handbook should answer most of the questions you may have about procedures and expectations at Heritage Christian School. Heritage Christian School welcomes questions, concerns, and comments. Always feel free to phone the school.